



Alameda Recreation and Park Department
2226 Santa Clara Avenue, Alameda, CA. 94501
(510) 747-7529

"The Underground Teen Center" Rental Information

- 1) "The Underground Teen Center" is available for rental from **6:30 PM until 9:00 PM, Monday through Friday**, and **9:00 AM until 11:00 PM on Saturday and Sunday**. Music is confined to inside the building and **must be concluded by 10:00 PM**. Sound may not exceed noise levels specified in City Ordinance # 2177.
- 2) Two Alameda Recreation and Park Department Staff will be present for every 20 students in attendance. An additional \$ 15 per hour will be charge for every staff needed above 20 people in attendance.
- 3) **ALL PARTICIPANTS** must abide by the rules when using the facility and any misconduct will not be tolerated. ARPD Staff will be present at all times and is responsible for general supervision of the facility. He/she has the authority over enforcement of the rules governing the building.
- 4) **There will be no smoking, no alcohol, and no drugs in or around the premises of "The Underground" and Veteran's Memorial Building.** Staff will be supervising outside as well as inside the center, and any misconduct is grounds for immediate termination of the event with no refunds. If deemed necessary, the Alameda Police will be called in an emergency situation.
- 5) Persons renting the facility are responsible for cleaning up at the end of the event, subject to the approval of the staff. **All events, including set-up and clean-up time, must be within the facility's rented hours.**
- 6) Persons renting the facility are responsible for any monetary damages to property inside or outside the facility during the event. The City of Alameda is not responsible for accidents, injury or loss of group or individual property. The Alameda Recreation and Park Department may require insurance coverage for any activity.
- 7) **Persons and/or organizations renting the facility are responsible for:**
 - Any damage done to the facility,
 - Leaving the facility clean,
 - Monitoring the conduct of ALL PARTICIPANTS and guaranteeing that they follow building rules and are under control throughout the time of the permit.
 - Completing all activities within the hours rented. Failure to vacate the premises at the agreed time will result in loss of deposit.
- 8) All plans for decorations must be approved by the Alameda Recreation and Park Department prior to installation and they must be removed at the end of the permit time. At no time any nails, tacks, staples, electrical tape, or marring materials be used or attached to walls or fixtures.
- 9) There will be **NO "in and out" privileges** during the event. If a person decides to leave, he/she may not re-enter under any circumstances.

RENTAL FEE: \$ 50 PER HOUR (Up to 20 people in attendance, includes two Recreation Staff member)

\$ 20 PER HOUR (Additional staff for every 20 in attendance)

\$ 500 DEPOSIT: Deposit will be refunded in full approximately 30 days after the event.

YOUR DEPOSIT WILL BE FORFEITED IF:

- Facility is not cleaned by Renter. It must meet ARPD standards prior to your departure.
- There is damage or vandalism to the facility
- You and your guests do not follow ARPD rules and policies.
- You do not end your event by your stated permit time.

By signing the application, I certify that I have read and understood the facility rules and instructions and I (along with the organization) will abide by and conditions set forth. I also agree not to hold the City of Alameda, its City Council and Commissions, the individual members thereof, and all of its officers, agents and employees free and harmless from any loss, damage, cost of expense that may arise during or caused in any way be such user or occupancy of recreation facilities.

Applicant certifies that he/she will be personally responsible for any damages sustained by the buildings, furniture, and/or electrical equipment, through occupancy or use of said building by the applicant. Any lost equipment or damages sustained shall be compensated within seven (7) business days.

Signature of Applicant

Date

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Phone